

CHEST FILM PROTOCOL FOR THE AMSP (Updated 00Jul03)

Clinics certified to take AMSP x-rays must follow the procedures listed below to obtain B-readings:

1. Use routine medical procedures and NAVMED 6260/7 Report Form (Stock Number 0105-LF-009-9900) to order routine posterior/anterior (P/A) chest x-rays for individuals in the AMSP. Complete Section I of NAVMED 6260/7.
2. Do not ask the B-reader to make comparisons with old films. Do not forward other radiology reports, x-rays or related information. All additional x-rays and consultations are the responsibility of the examining physician, in consultation with the local radiologist as needed.
3. Follow these procedures when preparing AMSP chest films for B-readings:
 - a. The local radiologist must read the films before they are forwarded to the B-reader. Use routine procedures established by the x-ray department to track films checked out of the department.
 - b. Forward only the P/A chest films and NAVMED 6260/7s to the B reader. You must always send both the original and copy of the NAVMED 6260/7 to the B-reader. Do not send the films to the Navy Environmental Health Center (NAVENVIRHLTHCEN).
 - c. To obtain authorization for mailing AMSP chest films to the B reader, use the attached sample letter and request the DD 1155 (delivery order) from NAVENVIRHLTHCEN. The number of radiograph evaluations you request in the letter will be entered in block 19 of DD 1155. If the number of AMSP chest evaluations varies from the number on the DD 1155, contact NAVENVIRHLTHCEN to have the order modified before you ship the films and DD 1155 to the B-reader. Failure to comply could result in an unauthorized procurement with funding charged to your activity.
 - d. Prepare a NAVMED 6260/7 with all of Section I completed for each chest film. If two exposures are required to obtain the P/A chest film, count these two chest films as one chest film, and prepare one NAVMED 6260/7 to request one evaluation. Place the NAVMED 6260/7 on top of each corresponding film (do not staple form to film), and stack up to 25 films in one x-ray jacket for efficient packaging. This will enable a mailing case to hold up to 100 AMSP films and forms. The B-reader is not responsible for sorting forms to match films. Films must be securely packed in the film mailing case. Mailing cases are furnished by NAVENVIRHLTHCEN upon request.
 - e. Forward AMSP films at least monthly in batches of no more than 100 films. Facilities taking more than 100 films per month may request B readings when they have obtained 100 films. The minimum order is 2 films.

f. Prepare a mailing label for the x-ray mailer case, containing the B-reader address (found in block 9 of the DD 1155). Prepare a second mailing label with your address to be used by the B-reader in returning the AMSP chest films and NAVMED 6260/7s. Place the second label in the mailing case with the films, NAVMED 6260/7s and DD 1155.

g. Mail AMSP films certified "priority 13". This ensures films can be traced in case they are lost in the mail. The DD 1155 must be used within 14 days (21 days for overseas activities) from the date found in block 3 of the DD 1155.

4. The B-reader has fifteen days to read the films. If the films and original NAVMED 6260/7s are not returned within two (2) months from the date you mailed the films, or by the date in block 10 of the order document DD 1155, contact NAVENVIRHLTHCEN.

5. B-reader interpretations (NAVMED 6260/7) are medical documents which must be incorporated into the permanent health record after review by the medical health provider.

Requests for Authorization to Ship X-rays for B-readings:

Requests must be in writing and forwarded to NAVENVIRHLTHCEN by regular mail, naval message, Telefax: (757) 445-6873 or email harmont@nehc.med.navy.mil. An authorized signature is required unless the request is by naval message.

The format used in the following sample letter must be used to request authorization to ship AMSP chest x-rays for B-readings. Paragraph 1 requires information on the quantity of radiograph evaluations. If two exposures are required for an individual, count these two chest films as one. Use the UIC of the MTF shipping the AMSP chest x-ray.

DATE:

UIC:

From: (REQUESTING ACTIVITY) (Provide complete mailing address including building number, etc.)

To: Contracting Officer, Navy Environmental Health Center,
2510 Walmer Avenue, Norfolk, Virginia 23513-2617

Subj: REQUEST FOR AUTHORITY TO SHIP ASBESTOS X-RAYS FOR B-READINGS

Ref: (a) OPNAVINST 5100.23D Chapter 17

1. Per reference (a), (REQUESTING ACTIVITY) has a total of (QUANTITY) chest radiograph evaluations available for shipping to the designated B-reader. The requested delivery date for films to be returned as completed is 45 days from the date of this request letter.

2. Please forward the order document (DD 1155)

3. Point of contact:

Telephone: DSN:

COMM:

Telefax:

DSN:

COMM:

E-mail:

AUTHORIZED SIGNATURE

PRINT ALL INFORMATION IN BALLPOINT PEN. PRESS FIRMLY TO ENSURE THE COPY IS LEGIBLE FOR PROCESSING AND MICROFILMING.

SECTION ONE

1. Complete all blocks. The military section must be completed only for military personnel. The civilian section must be completed only for civilian personnel.
2. The name of the facility and the Unit Identification Code (UIC) must be the medical treatment facility taking the x-ray.
3. For civilians, the job code and occupational service code is a 2 letter plus 4 digit number; e.g., GS-0018, WG-2294. For foreign nationals not having a US social security number (SSN), place FN in the space just above the SSN blocks.
4. For military personnel, complete the blocks for enlisted (pay grade, rating and NEC) or for officers (pay grade, NOBC and designator) for Marines, place the 4 digit Military Occupational Specialty (MOS) code in the NEC block. Place the Warrant Officer occupation codes in the officer designator block. Complete the blocks for shipboard personnel by entering the ship hull number (letters/numbers).
5. Complete all dates in the format as written on the form; e.g., YEAR, MONTH, DAY (date of birth, date of x-ray).
6. For personnel leaving federal service, both military and civilians, check termination examination in the exam purpose block, regardless of whether any previous examination was done.
7. For years of government service less than one year, enter 01. Enter 00 for new employees.
8. Check the appropriate status block; e.g., check Navy if the person is active duty Navy, Civilian for non-military personnel.

Forms with incomplete or missing data in section 1 will be returned until corrections are obtained.

FORM HANDLING AND RETENTION

The B-reader will return to you the original NAVMED 6260/7s along with the chest films. This original must be incorporated in to the patient's permanent health record. The B-reader will send a copy of the completed NAVMED 6260/7 along with the invoice to NAVENVIRHLTHCEN for processing, entry into the central AMSP computer data registry and microfilming. The medical treatment facility will be notified if errors are found on the form which must be corrected both on the medical record copy and the copy in the central data registry. If the NAVMED 6260/7 is returned as an unreadable chest x-ray, the local provider is responsible for taking appropriate action to obtain a readable chest film to complete the AMSP evaluation.